



# City of Tempe

## ASSISTANT POLICE CHIEF (SWORN OR CIVILIAN)

### JOB CLASSIFICATION INFORMATION

<i>Job Code:</i>	033	<i>FLSA Status:</i>	Exempt
<i>Department:</i>	Police	<i>Salary / Hourly Minimum:</i>	\$133,853
<i>Supervision Level:</i>	Deputy Director	<i>Salary / Hourly Maximum:</i>	\$179,802
<i>Employee Group:</i>	SMT	<i>State Retirement Group:</i>	PSPRS / ASRS
<i>Status:</i>	Unclassified**	<i>Market Group:</i>	Assistant Police Chief
<i>Safety Sensitive / Drug Screen:</i>	Yes	<i>EEO4 Group:</i>	Officials and Administrators
<i>Physical:</i>	Yes		

*\*\*This classification is unclassified, which means the employee or the City can terminate the employment relationship at any time, for any or no reason, with or without cause or notice*

### DISTINGUISHING CHARACTERISTICS

This class is distinguished from the Police Commander and Police Bureau Manager classifications by the substantively greater scope of leadership, managerial, and administrative duties performed. In the absence of the Police Chief, an Assistant Police Chief has the authority to represent or act as the Police Chief.

### REPORTING RELATIONSHIPS

Reports directly to the Police Chief. Receives general direction from the Police Chief or City Manager.  
Exercises direct management and supervision over sworn personnel and civilian professional staff.

### MINIMUM QUALIFICATIONS

<i>Experience:</i>	<p><b><u>Sworn:</u></b></p> <p>Two (2) years of experience as a municipal Police Commander or equivalent with management or supervisory experience in police field operations, investigations, and support functions.</p> <p><b><u>Civilian:</u></b></p> <p>Two (2) years of experience as a municipal Police Bureau Manager or equivalent with management and supervisory experience in public safety administration or related field.</p>
<i>Education:</i>	Bachelors degree from an accredited college or university with major course work in criminal justice, public administration, criminology, business, or

	degree related to the core functions of this position. A Master's Degree is preferred. Mid-career professional school/training is also preferred.
<i>License / Certification:</i>	<p><b><u>Sworn:</u></b></p> <p>Must possess an Arizona Police Officer Standards and Training (POST) Certificate by date of hire.</p> <p><b><u>Civilian:</u></b></p> <p>Must possession and maintain an unrestricted of a valid Arizona driver's license by hire date.</p>

## ESSENTIAL JOB FUNCTIONS

Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.

To actively support and uphold the City's stated mission and values. To manage, direct and coordinate the activities of the Field Operations Command including Patrol, Criminal Investigations, Traffic Investigations, and special events or technical support functions of the Department including Communications, Detention, Records, Identification and Property; to coordinate Command activities with other divisions and departments; and to provide highly complex staff assistance to the Police Chief. When assigned to the Support Services Division, the working title will be Support Services Director.

## OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Assist the Police Chief in leading the day-to-day operations of the Police Department.
- Assist the Police Chief in the implementation of goals, objectives, policies, procedures, and standards for the Police Department.
- Lead and direct a Division workgroup within the Police Department.
- Provide considerable judgment in the interpretation of rules and regulations as well as in the application of laws and ordinances.
- Serve as the Acting Chief in the absence of the Police Chief.
- Communicate with the public and Police Department staff to provide direction, address inquiries and complaints, explain policy and procedure, and address actions taken by the Police Department.
- Coordinate comprehensive programs designed to improve operations.
- Manage the Police budget and financial functions, including the preparation, monitoring and control of expenditures.
- Conduct administrative research that contributes to the development and implementation of projects and programs to maximize police services.
- Request and review research products and statistical analysis to improve organizational performance.

- Serve as project manager on major City and Police Department projects.
- Oversee internal investigations.
- Make recommendations on performance ratings and disciplinary actions.
- Represent the Police Department and City at various meetings and conferences and speak to community groups.
- Demonstrate superior customer service, integrity, and fiscal responsibility.
- Maintain strong, functional relationships with local, county, state, and national law enforcement partners; other City staff; and the general public.
- Respond to emergencies when required.
- Follow City and Police policies and procedures and show respect, tact, and courtesy to coworkers and the public.
- Provide pro-active performance planning utilizing performance management tools.
- Perform related duties as assigned.

## PHYSICAL DEMANDS AND WORK ENVIRONMENT

- Operate city vehicles;
- Work is performed in a general office environment with moderate noise;
- May lift and carry materials weighing up to 25 lbs.;
- May work in a stationary position for considerable periods of time;
- Operate a variety of standard office equipment including a computer, telephone, calculator, copy machine;
- Continuous and repetitive arm, hand and eye movement;
- May require extensive reading and close vision work;
- May require working extended hours;
- May work alone for extended periods of time;
- May travel to/from meetings and various locations.

## COMPETENCIES

CLASSIFICATION LEVEL	INCLUDES	COMPETENCIES
Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn
Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability
Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others
Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring
Deputy Director	In Addition >	Entrepreneurship and Networking
Director	In Addition >	Organizational Vision

*For more information about the City of Tempe's competencies for all classifications:*

[City of Tempe, AZ : Competencies](#)

## **JOB DESCRIPTION HISTORY**

*Effective February 1999*

*Revised July 2002 (Range Change)*

*Revised January 2004 (Requirements Change)*

*Revised February 2007 (Requirements Changed; Support Services Function added)*

*Revised March 2017 (Update min quals)*

*Revised August 2019 (distinguished characteristics, reporting relationships, MQs for both experience & education and updated job duties/responsibilities)*